

Address: Sylvan Cemetery District
7401 Auburn Blvd.,
Citrus Heights, CA 95610
Phone: (916) 725-3406

ENTERPRISE SYSTEM CATALOG:
August 22, 2019

Vendor and Product:	Microsoft, Word
System Purpose:	Board Meeting Agendas & Minutes, Correspondence, Administrative Documents, Annual Audit Reports, Financial Reports, Budget.
Categories/Types of Data:	Contact information, Burial Information, Board Meeting Information, District Financial Information, Agenda & Minutes, Budget.
Dept./Primary Custodian:	Not Applicable
Frequency of Collection:	As Needed
Frequency of update:	As Needed

Vendor and Product:	Microsoft, Excel
System Purpose:	Administrative Documents, Financials Reports, State Controllers Report.
Categories/Types of Data:	Board Meeting Information, District Financial Information, Special Reports.
Dept./Primary Custodian:	Not Applicable
Frequency of Collection:	As Needed
Frequency of update:	As Needed

Vendor and Product:	Quickbooks
System Purpose:	Record of Monthly Financials and Statements
Categories/Types of Data:	District's financial information, Vendors.
Dept./Primary Custodian:	Not Applicable
Frequency of Collection:	As Needed
Frequency of update:	As Needed

Vendor and Product:	Pontem Software
System Purpose:	Burial Records
Categories/Types of Data:	Interment Rights Ownership Records: Plot locations, Names & Address Decedent Records: Location, Name, Dates, Burial
Dept./Primary Custodian:	Not Applicable
Frequency of Collection:	As Needed
Frequency of update:	As Needed

Vendor and Product:	Osiris Software
System Purpose:	Accounting
Categories/Types of Data:	Prices and Products Purchased and Paid
Dept./Primary Custodian:	Not Applicable
Frequency of Collection:	As Needed
Frequency of update:	As Needed